

Current Date:

Certified Mail:

Recipient Name
Street Address
City, State, Zip Code

Reference: Project ID _____; Parcel No. _____
Project Name; Project Termini
Highway; County

The _____ is in the process of acquiring right of way in _____ County for the improvement of highway _____. One of the property owners on the project who will be affected by a land acquisition is _____. The legal description of the parcel to be purchased is attached to the enclosed signed conveyance document.

_____ County records indicate that you are the holder of a mortgage executed by the above-named property owner. The mortgage was recorded in the office of the _____ County Register of Deeds as _____. We are requesting a partial release of mortgage from your financial institution.

Enclosed are the Partial Release of Mortgage with a legal description attached; a copy of a _____ executed by _____ in the amount of \$_____ and a copy of the right of way plat sheet showing the above referenced property and the area that we are purchasing. The original document must be signed and dated in the presence of a notary public. We remind you to type or, using only black, clearly print the names of those persons executing the document.

Please return the executed Partial Release of Mortgage along with a note indicating whether you do or do not wish to be named on the check along with the borrower. A self-addressed, postage-paid envelope is enclosed for your convenience in returning the requested documents. You may retain the other documents for your records. Should you have any questions, you may contact me at _____.

Sincerely,

Enclosures